

INSTRUCTIONS TO APPLY ONLINE FOR A CERTIFICATE OF AGE (eCL-3)

(For 16 and 17-Year-Old Workers Only)

Welcome to the Wage Standards Division. Workers who are 16 or 17 years old may now apply online for a Certificate of Age by following these steps:

1. Read the following information. Then click on the button at the bottom of the page to apply.
2. Complete the application form.
3. Submit your completed application online.

Upon review and approval of your application, we will e-mail a Certificate of Age to you. Processing usually takes one business day.

Important: If we are unable to process your application, we will notify you via the e-mail address you provided in your application. Be sure to respond promptly to avoid further delay.

This online Certificate of Age is valid only when accompanied by an acceptable proof of age document.

ACCEPTABLE PROOF OF AGE DOCUMENTS:

- Hawaii driver's license
- California driver's license
- State of Hawaii ID
- Birth certificate
- Immigration record (alien card, visa)
- Passport
- Military ID

The name on your application and the name on your proof of age document must be the same.

If the names do not match or you do not have one of the above proof of age documents, please apply either in person, by mail or by fax.

4. When you receive your Certificate of Age, print, cut and fold it so you can carry it with you.
5. When you are hired for a job, you must show your employer the Certificate of Age and a proof of age document from the above list.

The employer should verify your name and birth date on the Certificate of Age with the proof of age document and record the Certificate of Age number. *The employer does not keep the Certificate of Age or proof of age documents* – you keep the Certificate of Age to show to employers each time you are hired until you become 18 years old.

Any questions?

E-mail us at dlir.wages@hawaii.gov

or

Call the nearest office:

OAHU (808) 586-8777
MAUI (808) 984-2075
KAUAI (808) 274-3351

HILO (808) 974-6464
WEST HAWAII (808) 322-4808